

Ballinderreen N.S.  
Policy for Transition Year Students



#### POLICY FOR STUDENTS ON WORK EXPERIENCE:

The objective in Ballinderreen NS for taking students on work experience is to give the students as authentic an experience as possible of what life would be like as a teacher in a primary school. The work will vary depending on the age-group of the class and students will be timetabled to gain as varied an experience as possible. We hope this will be a positive experience for transition year students.

- Ballinderreen usually accommodates two students (**past pupils only**) from transition year at any time to carry out work experience in the school.
- Staff-members are advised of the dates in advance that the student will be in attendance. A timetable is provided to staff and the student. This can be altered when the situation requires it.
- The student works under the direction of the teacher in the classroom and assists in tasks set. These may include classroom observation; help with group work; assisting with story-telling, P.E., Art or project work. It may also include assisting with preparation of resources or material or in junior classes you may be required to assist with tidy-up of resources, games etc.
- The student should be punctual and in the event of illness contact the office by email (ballinderreen@eircom.net to advise of absence.
- Confidentiality is essential and students may not discuss any information about a pupil or staff-member with others.
- Students may use the facilities of the staff-room for breaks at times when it is not being used by staff. It is not available from **10.30am to 11.00am** or from **12.20pm to 1.30pm**
- Students can not use their phone during school hours.
- Students should always feel free to ask for assistance or advice from the teacher or principal if they are unsure of anything.

This policy was ratified by the Board of Management of the 18<sup>th</sup> of December 2017.